

# Business Personal Property Reporting Form

Tax Year: 2009

## Business Personal Property Reporting Form

Please return the completed form  
within 30 days of receipt.

### OWNER INFORMATION

### Property Information

Property ID: \_\_\_\_\_  
Assessment Code \_\_\_\_\_  
Levy District: \_\_\_\_\_  
Aggregate: \_\_\_\_\_ Class 8: \_\_\_\_\_

### Business Information

Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Business Area (sq.ft.) \_\_\_\_\_  
Number of years in business: \_\_\_\_\_  
Type of Business: \_\_\_\_\_

### Contact Information

Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please check and give the requested information if any of the following statements apply:

\_\_\_\_\_ Business Closed \_\_\_\_\_  
\_\_\_\_\_ Business/Farm/Ranch was Sold (To Whom?) \_\_\_\_\_  
\_\_\_\_\_ Business/Farm Equipment or Livestock Moved (New Location?) \_\_\_\_\_  
List additions or deletions of buildings, mobile homes or changes in land use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Attached is a blank Property Reporting form, which must be completed for all new businesses. All appropriate items must be filled in. You may provide an asset listing for your convenience.

1. If you feel you will be unable to complete and return this form within 30 days of receipt, you may request an extension during that time. No extension may be granted which allows reporting forms to be returned later than March 15. A 20% penalty will be assessed for forms received after that date.
2. All business equipment even if fully depreciated on your Federal Income Tax Records, must be reported. The installed acquired cost and acquired year reported on this form should agree with the acquired cost and year used on your federal income tax return.
3. If you operate at more than one location within the county, a separate form should be completed for each location.
4. Sign and date the affidavit at the bottom including your Federal ID# if applicable (or Social Security #) to the Montana Department of Revenue (formerly the Appraisal/Assessment Office). The SSN and FEIN are held strictly confidential.
5. This return is subject to audit by the State of Montana, Department of Revenue.

### Affidavit of Person Completing This Return

I declare, under penalties of perjury, that this return (including accompanying schedule and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

Prepared by: \_\_\_\_\_ Name of Legal Owner: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Preparer's Telephone #: \_\_\_\_\_ Business FEIN: \_\_\_\_\_

Owner Social Security #: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Supplies are defined as material used in the conduct of business but not intended for sale or lease. Examples of supplies would include but are not limited to office supplies, cleaning supplies, restaurant and bar supplies, shop supplies, doctor/dentist supplies, motel/hotel supplies, beauty and barbershop supplies, grocery supplies, etc.

\$ \_\_\_\_\_

Law, medical, account, and parts books, or instructional videos)

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This schedule should be used to report: (01) Computer Systems, (02) Video Gambling Machines, (03) Video Game Machines, (49) Computerized Equipment.

[illegible]

This schedule should be used to report: (01) Accounting Machines, (02) Addressing Machines, (03) Calculators, (04) Cash Registers, (05) Electronic Machines, (06) Fax Machines, (07) Jukeboxes, (08) Photocopy Machines, (09) Postage Machines, (10) Time Recording Machines, (11) Transcribing Machines, (12) Typewriters, (13) Vending Machines, (49) Office Machines, One Hour Photoprocessors.

[illegible]



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This schedule should be used to report: (01) Intercom Equipment, (02) Microphones & Sound Equipment, (03) PBX Type Phone Systems, (04) Telephone Systems.

**Table 06 – Specialized Medical and Dental Equipment**

This schedule should be used to report specialized medical and dental equipment. This includes all (01) medical and dental specialized hand tools, drills, etc., but does not include medical and dental chairs and tables. (Include these items on a separate schedule.)  
**Use This Schedule Only For The Items Specified.**

Table 07 – Hotel, Motel, Home Rental and Apartment Furniture

This schedule should be used to report: (01) Apartment/Rental Furniture, (02) Hotel/Motel Furniture (including hotel/motel linens), (03) Nursing Home Furniture (including equipment and fixtures).

[illegible]

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This schedule should be used to report: (01) Barber/Beauty Shop Equipment (except beauty and barber chairs), (02) Cameras, (03) Carpet Shampoo Equipment, (04) Ceramic Molds, (05) Coin Operated Washer/Dryers, (06) Electronic Testing Equipment, (07) Janitorial Equipment, (08) Tanning Beds, (09) Toning Tables, (10) Video Equipment/Tapes (other than leased and rental property), (49) Specialized Equipment

This table includes, but is not limited to: (01) Bar/Restaurant Equipment (including dishes & silverware), (02) Bill Boards, (03) Car Wash Equipment, (04) Chairs, (05) Chairs (Medical & Dental), (06) Desks, (07) File Cabinets, (08) Garbage Containers, (09) Gas Pumps, (10) Mortuary Equipment, (11) Photo Developing Equipment, (12) Pictures, (13) Porta-potties, (14) Safes, (15) Security Alarm Systems, (16) Shelving, (17) Stereo Equipment, (18) Survey Equipment, (19) Tables, (20) Tables (Medical & Dental), (21) Theater Furniture & Equipment, (49) Misc. Furniture & Fixtures

List in the appropriate table below: (10-1) Hand-held Tools and (11-01) Non-hand Held Tools (i.e. compressors, jacks, welders, etc.) used for repair or maintenance. This list includes, but is not limited to: automobile repair tools, jewelry & office machine repair tools, and tools used by carpenters, electricians, plumbers and contractors, etc.

[illegible]



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This list includes: (01) Citizen Band Radios and (02) Mobile/Cellular Telephones.

[illegible]

This table should be used to list: (13-01) Miles of Cable, (14-02) Cable Service Drops, (15-01) Towers, (16-01) Dishes or (17-01) all other Cable Equipment.

[illegible]

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This schedule should be used to report (01) Theater Projects & Sound Equipment.

This schedule should be used to report all (01) Radio & Television Broadcasting Equipment.

**Table 21 – Ski Lift Equipment**

This schedule should be used to report aerial lifts, surface lifts, portable lifts and tows. Also include towers, cables, ropes, sheave assemblies, conveying devices, power units and accessories.

[illegible]



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Tables 01-05 This table includes all lease and rental property used in commercial establishments whose primary business is the leasing and renting of property on an hourly, daily or weekly basis. No one customer can account for more than 10% of the total rental during a calendar year and the acquired cost of each rental item is less than \$15,000.

Tables 06-11 This table includes all lease & rental property that is rented on an hourly, daily or weekly basis, but DOES NOT meet the other criteria listed above.

## Manufacturing and Mining

Tables 01-83 This table includes machinery used for manufacturing, processing, packaging or printing; defined as machinery used to alter or assemble raw Materials or goods into a marketable product. This would include, but is not limited to bakeries, newspapers, sawmills, meat packing plants, etc.

[illegible]

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List all heavy equipment on this schedule. Items could include, but are not limited to, dozers, loaders, graders, crawler tractors, skid steer loaders, etc.

### Miscellaneous Property

[illegible]